



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

## General Position Information

**Job Title:** 18735– Director-NCTC/DOS Operations Center (SNIS Professional Tier 1)

**Salary Range:** NA

**Vacancy Open Period:** 08/03/2020 – 08/19/2020

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** NCTC/DOS

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.

## Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15s may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Only Senior Service (SNIS, SES, SIS, DISES, DISL) candidates and highly qualified GS-15s may apply.)

## Salary Determination

The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission**

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## **Major Duties and Responsibilities (MDRs)**

- Lead the multi-branch NCTC Operations Center and execute its diverse roles and functions by maintaining global terrorism situational awareness, promoting CT information sharing with internal and external audiences, advancing a common terrorism intelligence picture across the federal, state, local, tribal, and private sector elements of the CT Community while focusing on mission accomplishment emphasizing customer support, collaboration and communication. Provide resources to train and educate junior intelligence officers during a phase of their NCTC development curriculum.
- Manage NCTC Operations Center terrorism situational awareness products and processes and information sharing by meeting established reporting criteria and adhering to reporting methods, fostering interagency collaboration, and incorporating CT Community feedback.
- Optimize NCTC Operations Center organizational structure, operations, systems, and facilities to meet mission requirements and relevant CT Community intelligence needs. Integrate and leverage collocated multi-agency activities into information-sharing and situational awareness actions.
- Strengthen CT Community collaboration by leading or facilitating Community forums and sponsoring or hosting informational exchanges with domestic and international CT intelligence counterparts; improve CT Community watch operations and collaboration by developing and implementing initiatives to enhance training, communications, and professional development.
- Remain familiar with evolving technologies that may impact or advance Operations Center efficiency, effectiveness, situational awareness, and operational primacy while advancing efforts to integrate promising technologies into the family of technologies employed within the Center. Lead and direct the efforts of an embedded innovation team on behalf of the Directorate and in close coordination with other relevant NCTC elements. Integrate relevant Operations Center activities, tools, and protocols within NCTC.
- Support NCTC and Directorate domestic and foreign outreach efforts that promote and advance the Operation Center's successful situational awareness, information sharing, collaboration, crisis management and operating standards.
- Ensure Operations Center readiness to serve as a focal point for CT crisis response operations. Oversee NCTC crisis and continuity preparedness by writing and maintaining Center-wide crisis and continuity

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

plans and procedures. Ensure readiness to serve as the 24x7 initial and enduring point of contact for FVEY CT intelligence crisis management communications.

- Ensure 24x7 CT intelligence support to and advocacy for deployed NCTC elements and field activities.
- Provide executive support and ad hoc support to other NCTC activities as directed by higher authority.
- Direct and lead the workforce; ensure all personnel are appropriately challenged, rewarded, and given the support and tools they need to succeed. Ensure subordinate managers provide employees with individual development plans, performance feedback, access to training and career development opportunities, make regular contact with Department and Agency (D/A) home offices of rotational employees, and consult D/A seniors as needed to support employees' career development. Be responsive to issues identified by the workforce.
- Lead the development and implementation of building a workforce and culture to deliver services that exceed customer expectations.

## **Mandatory and Educational Requirements**

- Extensive leadership and management experience as a Senior National Intelligence Service (SNIS) officer or high-performing GS-15 officer. Senior-level experience in the intelligence or operational communities with an emphasis on providing time-sensitive intelligence support during crisis and contingency operations.
- In-depth knowledge of NCTC and functions of the U.S. Government CT Community to include experience with international terrorism and combating terrorism programs and policies.
- Superior ability to provide strategic and tactical planning pertaining to NCTC policies, regulations, operational intelligence, and crisis management/continuity operations in a CT environment.
- Excellent oral and written communication skills and demonstrated ability to coordinate, network, and communicate across the IC, law enforcement organizations, Department of Defense, counterterrorism responder organizations at the national level, and stakeholders at the state, local, and tribal levels.
- Exemplary interpersonal skills with proven ability to work effectively, independently, and in a team or collaborative environment.
- Strong ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities.
- Comprehensive knowledge or experience managing a 24x7 watch operation.
- Advanced experience in designing and producing intelligence products that provide daily and event-by-event situational awareness for senior intelligence consumers.
- Executive experience in facilitating and executing crisis and continuity operations within a CT context and coordinating collaborative, mutually supportive operations between and among inter-agency operations centers.
- Demonstrated experience in annual financial and human capital resource planning and execution.
- Previous operational and leadership experience within the NCTC Operations Center is highly desired, but not required.

## **Desired Requirements:**

COTR certification and experience managing enterprise-level contracts.

## **Key Requirements and How to Apply**

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

## Internal ODNI Cadre Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_C\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both wheelke@dni.ic.gov (*Ken W.*) and HARRMAA@dni.ic.gov (*MarthaH.*) in lieu of the group address above.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment\_TeamC@dni.gov

UNCLASSIFIED



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

UNCLASSIFIED

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities.

IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis.

**PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

UNCLASSIFIED